

Minnesota Department of Human Services
MN.IT Services
Microsoft Team Foundation Server (TFS) Upgrade and Configuration
RFP # 902TS
Statement of Work (SOW) Addendum

Addendum No.: One

Date of Addendum: October 22, 2013

Due Date: October 25, 2013, 3:00 p.m. CST

Scope of Addendum: The purpose of this addendum is to revise the SOW and to answer questions received from potential responders.

[Deletions are struck out and Additions are underlined.]

The SOW is revised as follows:

Revision 1: Project Milestones and Schedule Section is amended as follows:

- Start date on or after September 1, 2013
- End date no later than ~~December 31, 2013~~ January 31, 2014

Revision 2: Response Requirements Section is amended as follows:

- Detailed explanation of the proposed project approach
 - a) Explain how the vendor will approach their participation in the project. This includes:
 - 1) Organization and staffing (including staff qualifications, resumes, etc.)
 - 2) ~~Work plan with life cycle cost breakdown here~~
 - 3) Documentation of progress such as status reports

| | Question | Answer |
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| 1 | Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDHS approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables? | Vendor will be paid on an hourly basis at a cost not to exceed \$25,000 to deliver all the items listed in the Project Deliverables section of the SOW. |
| 2 | Please confirm that vendor assigned resource(s) will be working at the direction and under the supervision of a MnDHS Project Manager. | The vendor-assigned resources will be working under the direction of a MnDHS staff person. |
| 3 | With respect to the "Cost" requirement in the response requirements, is MnDHS seeking hourly billing rate(s) for the proposed resource(s), or is MnDHS seeking a fixed-price cost proposal to complete the deliverables outlined in the SOW? | MnDHS is seeking an hour rate with a total cost not to exceed \$25,000 and expects to receive all items listed in the Project Deliverables section of the SOW. |

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| 4 | Please confirm that it will be acceptable for vendors to simply provide just the hourly billing rates along with resumes in order to satisfy the "Cost" requirement if vendors are pursuing this SOW on a Time and Materials basis? | MnDHS expects that the items listed in the Project Deliverables section can be delivered at a cost not to exceed \$25,000. |
| 5 | Is MnDHS seeking a "Fixed-Price" total cost proposal for this SOW? | MnDHS is seeking a time and materials contract with a total cost not to exceed \$25,000. |
| 6 | Is it MnDHS's intent to secure resources to perform the tasks outlined in this SOW on a "Staff Augmentations" / "Time and Materials" basis? | Yes, at a total cost not to exceed \$25,000. |
| 7 | How many contractor resources does MnDHS anticipate selecting to perform the duties outlined in this SOW? | One (1). |
| 8 | <p>If MnDHS anticipates bringing in contractors on a Time and Materials basis to work under the direction of a MnDHS assigned Project Manager, please confirm that it will be required that vendors will be expected to provide the following:</p> <p>"Work-plan with life-cycle cost breakdown here"</p> <p>This information does not seem applicable to a T&M SOW as it's difficult for vendors to provide a "Work-Plan / cost breakdown" prior to selection considering resources would be working under the direction of DHS PM.</p> | The SOW is modified under this addendum to eliminate the requirement for a "Work-plan with life-cycle cost breakdown here." |
| 9 | Is the purpose of this SOW to extend/renew existing or current contractor resources that are already providing services to MnDHS? | No. |
| 10 | Will selected vendor resource(s) be required to perform off-hours, on-call support work? | No. |
| 11 | Does MnDHS anticipate any travel required to perform the duties outlined in this SOW? | No. All work will be performed on-site at the two St. Paul locations listed in the SOW. |

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| 12 | Please confirm that MnDHS will provide selected contractor resource(s) with the laptop/desktop computer, hardware, software, and peripherals needed to perform the duties outlined in this SOW. | MnDHS will provide equipment as needed to complete this project. |
| 13 | Is there an incumbent vendor? | No. |
| 14 | Will you be making a decision solely based on the submitted proposal or will you be interviewing candidates prior to making a decision? | MnDHS anticipates making the decision solely based on the submitted proposal, but reserves the right to conduct interviews. |
| 15 | In the Response Requirements section, under 'Detailed Explanation of the proposed project approach', section a2 you ask for a 'Work-plan with life-cycle cost breakdown'. Is this required? Your deliverables are very well laid out in the SOW, so we would primarily be repeating those. If required, can we provide a cost range since there are always variables that will affect a deliverable. Also, you have detailed out that this should not exceed \$25,000 – so that would be taken into consideration. | The SOW is modified under this addendum to eliminate the requirement for a "Work-plan with life-cycle cost breakdown here." |
| 16 | In Project Milestones and Schedule you note a start date on or after September 1, 2013 and an end date no later than December 31, 2013. Since it is almost already mid-October, does DHS believe that this project can still be completed by the December 31st end date? And if needed, can the consultant work more than 40 hours per week in order to meet the deadline (as long as the budget limit is not exceeded)? The SOW lists the project dates as 'on or after September 1, 2013' with an 'end date of no later than December 31, 2013'. Is this end date firm or will the project be extended due to a substantially later start? | The SOW is modified under this addendum to end date no later than January 31, 2014. The consultant may work more than 40 hours per week with prior approval from MnDHS. |